

Supplier - Special Order Entry in LOOP Quick Reference Guide

Introduction



- The supplier representative authorized by the licensee to place orders on behalf of the licensee will enter the following details for an order:
 - License Identification (LID) Number
 - Delivery method
 - Item(s)
 - Customer purchase order (PO) number (from licensee, if available)
 - Special instructions (if applicable), which will be visible to the licensee
 - Supplier-imposed shipping fee (for direct delivery orders only), if any
- The Licensee Online Order Portal (LOOP) will calculate pricing and update the Cart Summary with totals.
- Once the order has been created, LOOP will send a notification to the licensee.
- The licensee will review and approve or reject the order and optionally update the payment method, releasing it for processing.

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Course Glossary

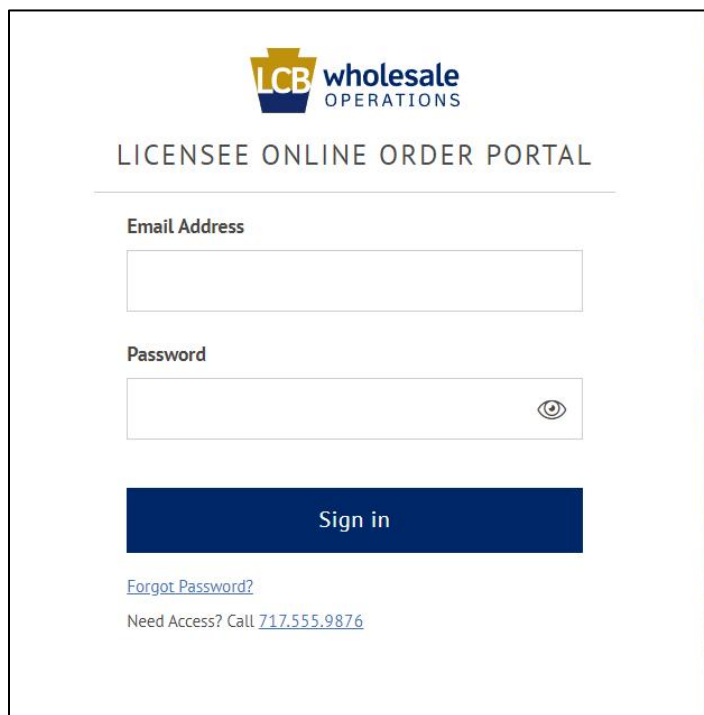

Acronym	Meaning
LID	License Identification Number
LOOP	Licensee Online Order Portal
LTMF	Logistics, Transportation & Merchandising Factor
PLCB	Pennsylvania Liquor Control Board
PO	Purchase Order
SO	Special Order

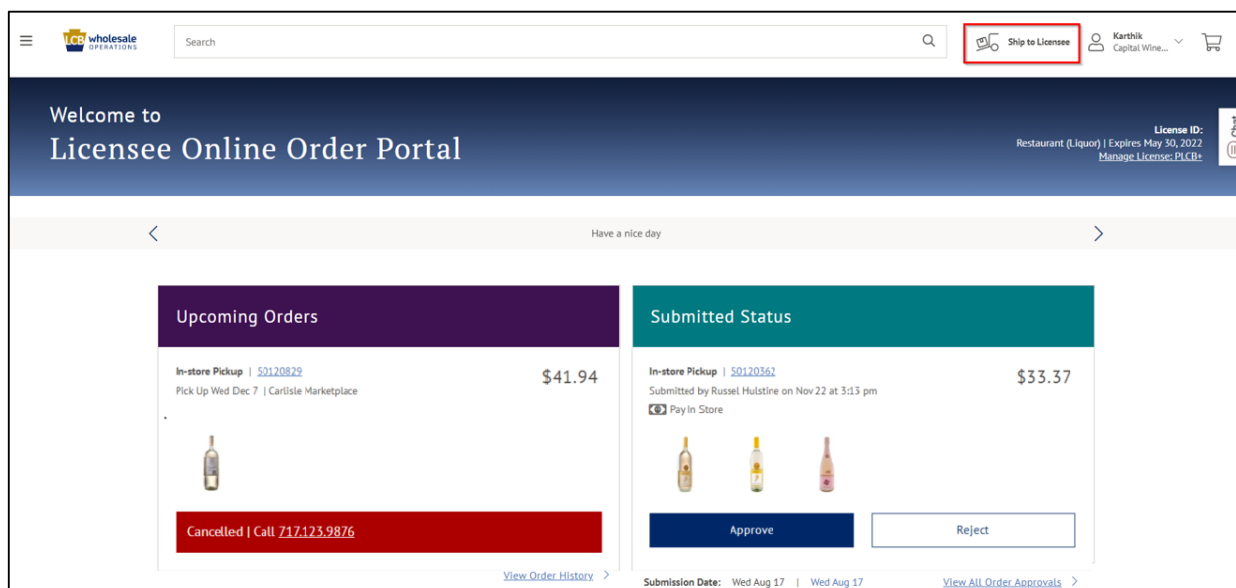
Supplier Special Order Entry in LOOP

Link to eLearning video: [Supplier – Special Order Entry in LOOP](#)

Create Licensee Special Order

1. Log in to the [Licensee Online Order Portal](#) (LOOP) with registered credentials.

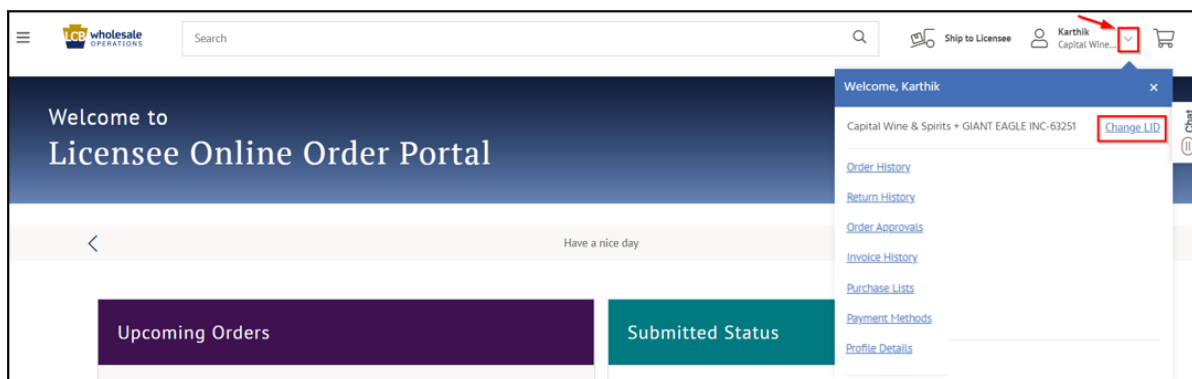





The LOOP Dashboard is displayed after log in.

2. Click **Change LID** in Profile to select the licensee for which the order is being placed.

Vendor buyers may be associated with multiple licensees, each with a LID. Once logged in, the supplier must select the licensee for which they are creating the order.



A small pop-up window will appear.

3. Click **Select**.

Select LID

CCR PENNSYLVANIA FOOD SERVICE INC-41100

Select

WEIS MARKETS INC-60649

Select

GIANT EAGLE INC-61390
100 SETTLERS RIDGE CENTER DR
PITTSBURGH, PA, 15205

Select

GIANT EAGLE INC-63251

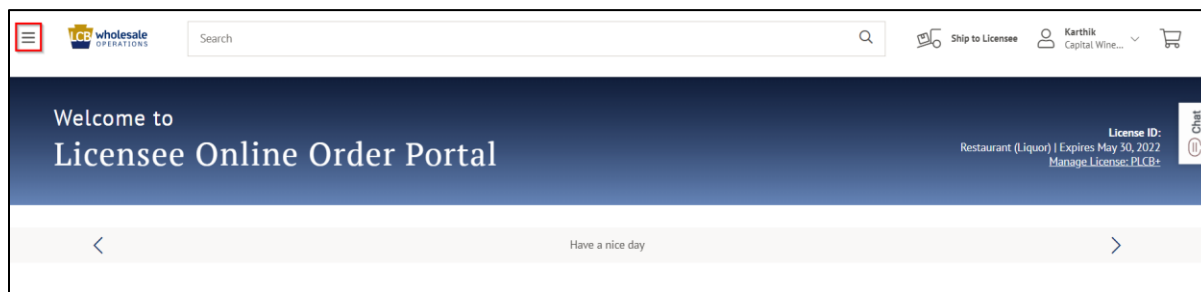
✓ Selected

HOLLYWOOD CASINO AT PENN NATIONAL RACECOURSE-68702

Select

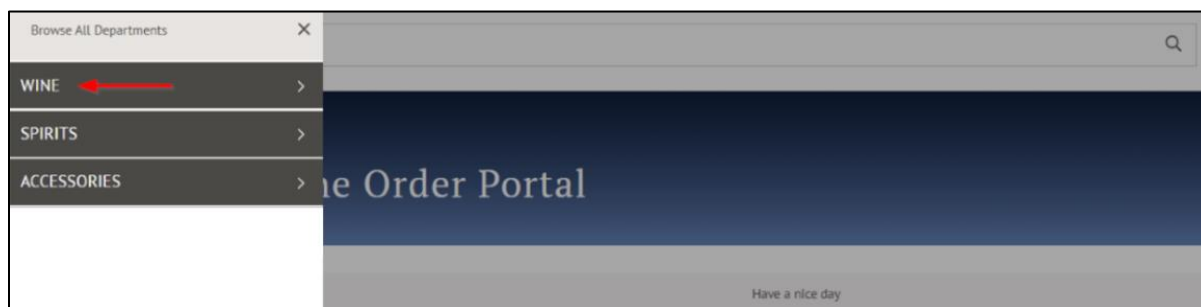
Note: Filter LID in the search bar or scroll through the list to select a licensee. Only licensees that have authorized the supplier to place Special Orders on their behalf are available to select.

4. Search an item by using the browse option. Click the **Menu Icon** on the top left corner.

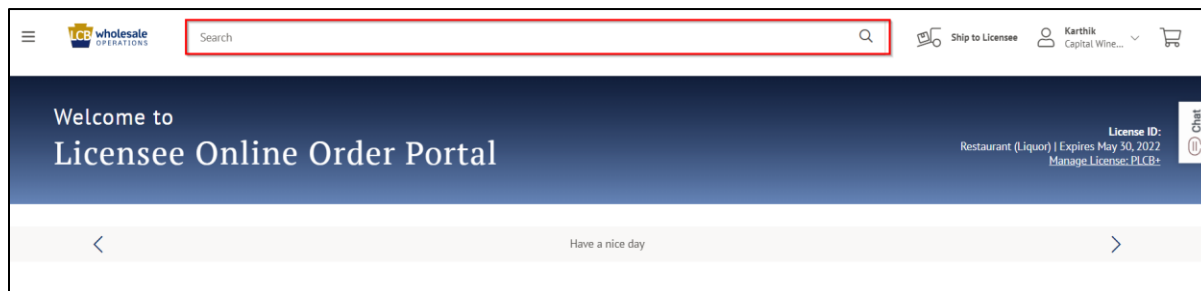


Note: The menu icon is available in the upper left corner of the screen, where users can access product navigation information.

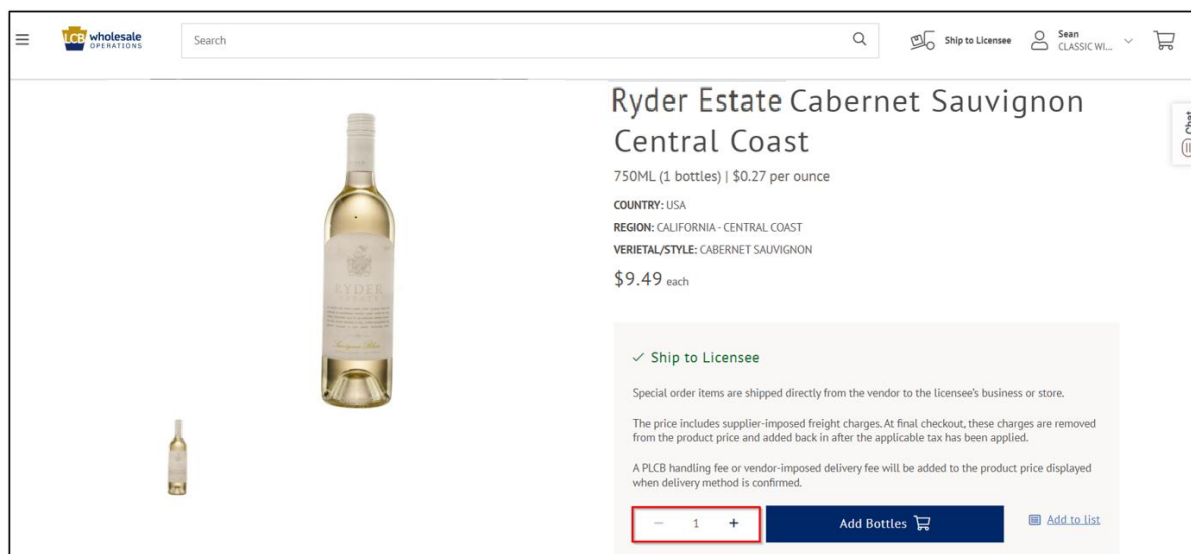
5. Select an item by navigating through the Item Catalog.



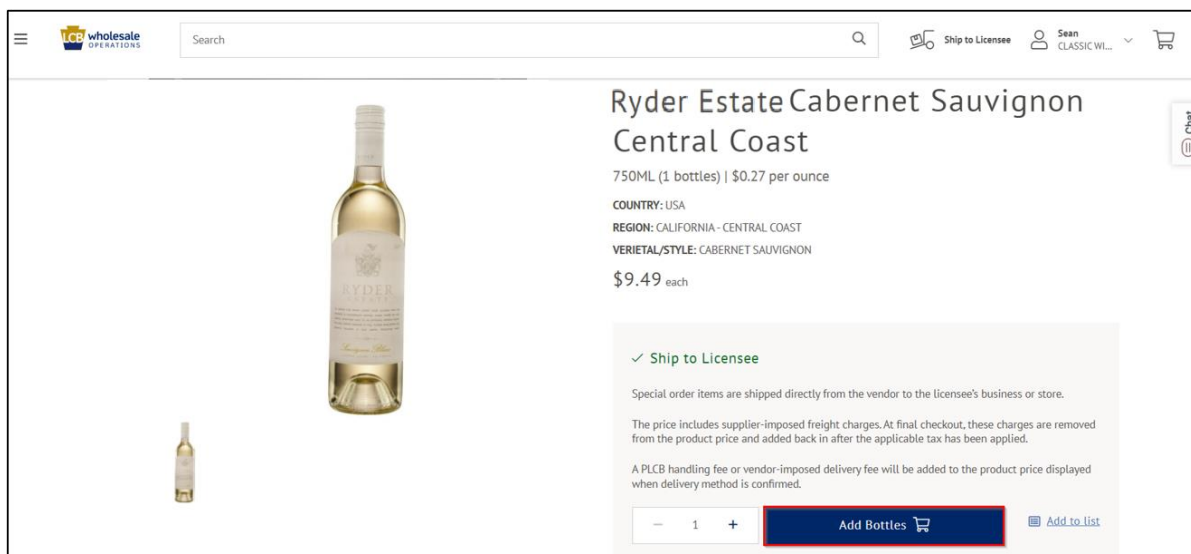
6. Alternatively, search for a particular item using the Search Bar.



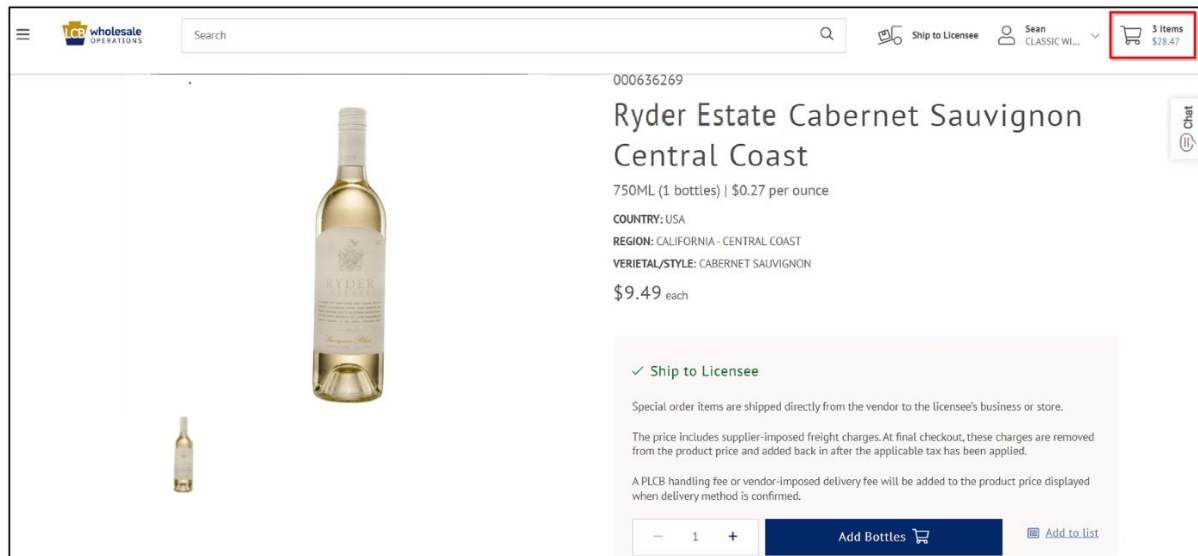
7. Click the “+” Icon to increase or the “-” Icon to decrease the quantity of a selected item.



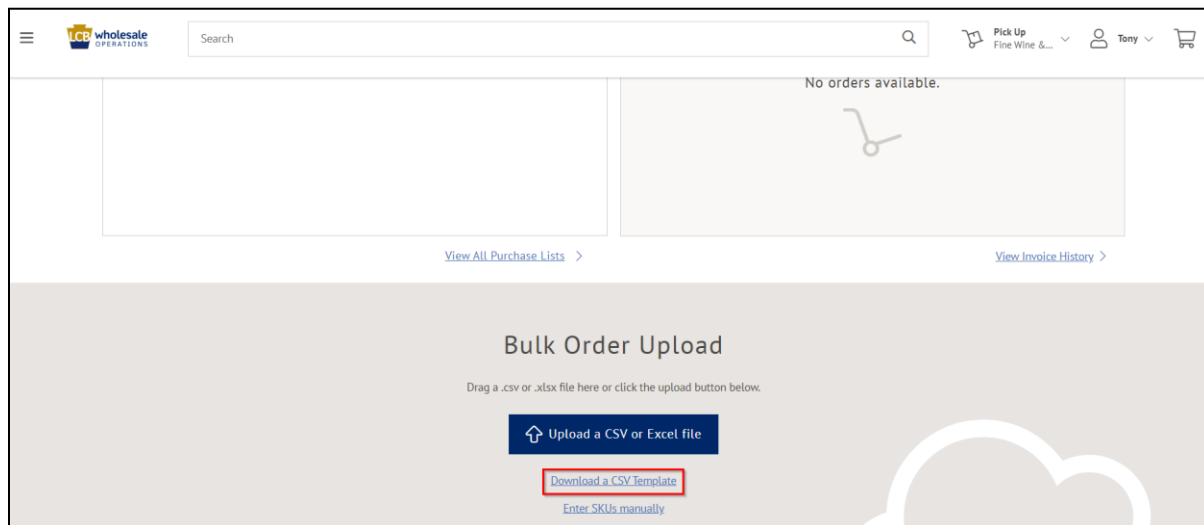
8. Click **Add Bottles**.



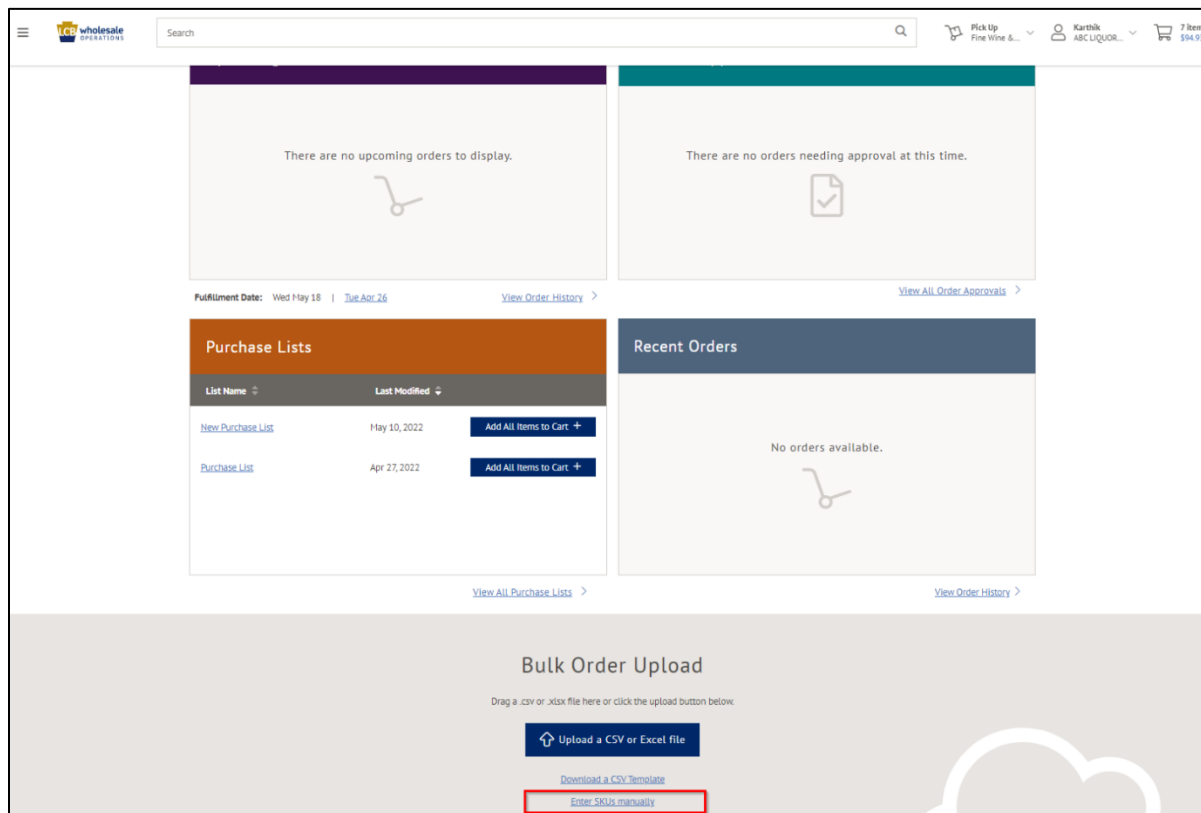
9. Click the **Shopping Cart Icon**.



10. Alternatively, click **Download a CSV Template** to perform bulk order upload on the Landing Page (as shown in the screenshot below).

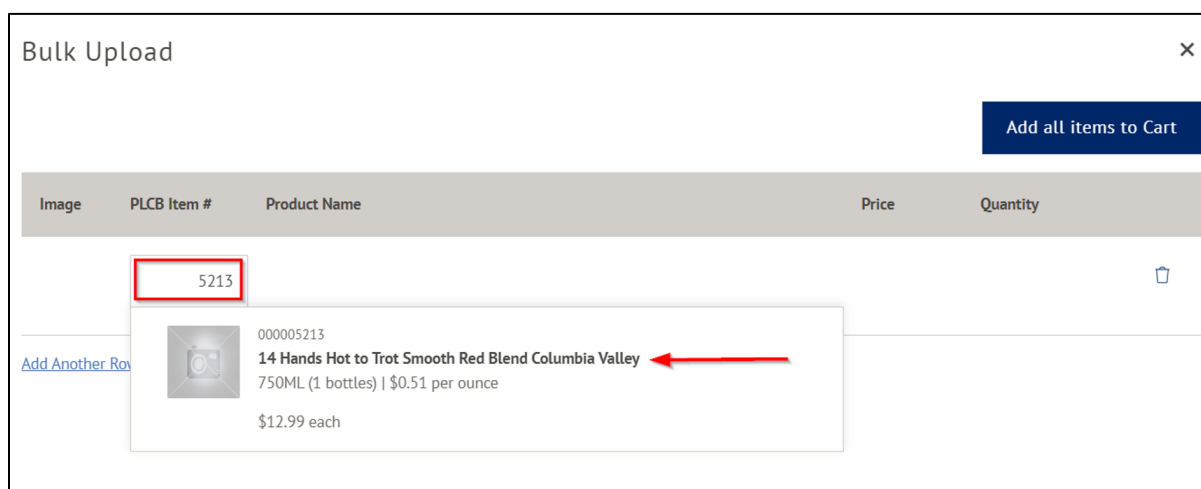


- Alternatively, click **Enter SKUs manually** on the Landing Page (as shown in the screenshot below).



A pop-up window will appear.


- Enter the [nine-digit PLCB Item Number], then select the product.



13. Click **Add Another Row** to add additional products.

Bulk Upload

Add all items to Cart


Image	PLCB Item #	Product Name	Price	Quantity
	5213	000005213 14 Hands Hot to Trot Smooth Red Blend Columbia Valley 750ML (1 bottles) \$0.51 per ounce	\$12.99 each	<div>- 1 +</div> <div></div>

Add Another Row

14. Click the **“+” Icon** to increase or the **“-” Icon** to decrease the quantity of a selected item.

Bulk Upload

Add all items to Cart


Image	PLCB Item #	Product Name	Price	Quantity
	5213	000005213 14 Hands Hot to Trot Smooth Red Blend Columbia Valley 750ML (1 bottles) \$0.51 per ounce	\$12.99 each	<div>- 1 +</div> <div></div>

Add Another Row

15. Click **Delete** to remove the item.

Bulk Upload



Add all items to Cart

Image	PLCB Item #	Product Name	Price	Quantity
	5213	000005213 14 Hands Hot to Trot Smooth Red Blend Columbia Valley 750ML (1 bottles) \$0.51 per ounce	\$12.99 each	<div>- 1 +</div> <div></div>

Add Another Row

Bulk Upload

Add all items to Cart

Image	PLCB Item #	Product Name	Price	Quantity
	<div>5213</div>	<div>000005213</div> <div>14 Hands Hot to Trot Smooth Red Blend Columbia Valley</div> <div>750ML (1 bottles) \$0.51 per ounce</div>	<div>\$12.99 each</div>	<div><div>-</div><div>1</div><div>+</div></div> <div></div>

[Add Another Row](#)

100% wholesale OPERATIONS

Search

Q

Ship to Licensee

Sean CLASSIC WL...

3 Items \$28.47

Shopping Cart

Export to CSV

Save to Purchase List

Print

Item	Quantity (Bottles)	Item Price	Total Price
000636269 30 Degrees Cabernet Sauvignon Central Coast 750ML (1 bottles) \$0.27 per ounce Save for Later Save to Purchase List	<div>- 3 +</div> <div><input type="checkbox"/> Remove</div>	\$6.79 each	\$20.37

CART SUMMARY

3 Bottles Empty

Total Bottles 3

Gross Price \$20.37

Taxable Amount \$20.37

Tax \$1.63

Freight* \$8.10

Order Total \$30.10

* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price below.

Continue to Checkout

18. Click **Continue to Checkout**.

wholesale
OPERATIONS

Search

Ship to Licensee
 Sean CLASSIC WL...
 3 Items \$28.47

Shopping Cart

[Export to CSV](#)
[Save to Purchase List](#)
[Print](#)

Item	Quantity (Bottles)	Item Price	Total Price
000636269 30 Degrees Cabernet Sauvignon Central Coast 750ML (1 bottles) \$0.27 per ounce Save for Later Save to Purchase List	<div> <div>-</div> <div>3</div> <div>+</div> </div> <div>Remove</div>	\$6.79 each	\$20.37

CART SUMMARY 3 Bottles Empty

Total Bottles	3
Gross Price	\$20.37
Taxable Amount	\$20.37
Tax	\$1.63
Freight*	\$8.10
Order Total	\$30.10

* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price below.

Continue to Checkout

19. On the Checkout Screen, validate for direct delivery details and optionally enter a delivery fee, or select **PLCB Store** for store delivery. Once a delivery fee is added, the cart summary will update to reflect this fee.

The screenshot displays the 'Checkout' page in the LOOP system. The page is divided into several sections:

- Contact Information:** Includes fields for 'Contact' (Ramachandra Karthik), 'Contact Email' (kramachandra85+puticadmin@gmail.com), and a note 'Must be 21 or older, ID required'. There are optional fields for 'PO Number' and 'Special Instructions', both highlighted with red boxes.
- Shipping:** Features a 'Ship to Licensee' section with radio buttons for 'Licensee Address' (selected) and 'PLCB Store'. Below this is a pre-filled address for 'GIANT EAGLE INC' in Pittsburgh, PA. There is a link 'Use Secondary Address' and a field for 'Enter Shipping Cost' with a value of '\$ 14', also highlighted with a red box. A note states: 'This charge will be passed on to the licensee to cover your shipping costs.'
- CART SUMMARY:** Located on the right, it shows '3 Bottles Empty'. The summary table is as follows:

Item	Amount
Total Bottles	3
Gross Price	\$20.37
Supplier-Imposed Shipping Fee	\$14.00
Taxable Amount	\$34.37
Tax	\$2.40
Freight*	\$8.10
Order Total	\$44.87

* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price below.

At the bottom of each main section is a 'Place Order' button. The top navigation bar includes the 'LCB wholesale OPERATIONS' logo, a search bar, and user information for 'Karthik Capital Wine...'.

Optionally enter PO Number or Special Instruction, which will be visible to the licensee.

Selecting **PLCB Store** to enable store pickup will automatically add the PLCB Handling Fee (LTMF) to the cart summary.

Checkout

Contact Information

Contact
Ramachandra Karthik

Contact Email
kramachandra85+pubicadmin@gmail.com

Must be 21 or older. ID required

PO Number optional

Special Instructions optional

[Add additional authorized recipients](#)

Shipping

Ship to Licensee

☐ Licensee Address

☒ **PLCB Store**

[Change Store](#)

Place Order

CART SUMMARY

3 Bottles
[Empty](#)

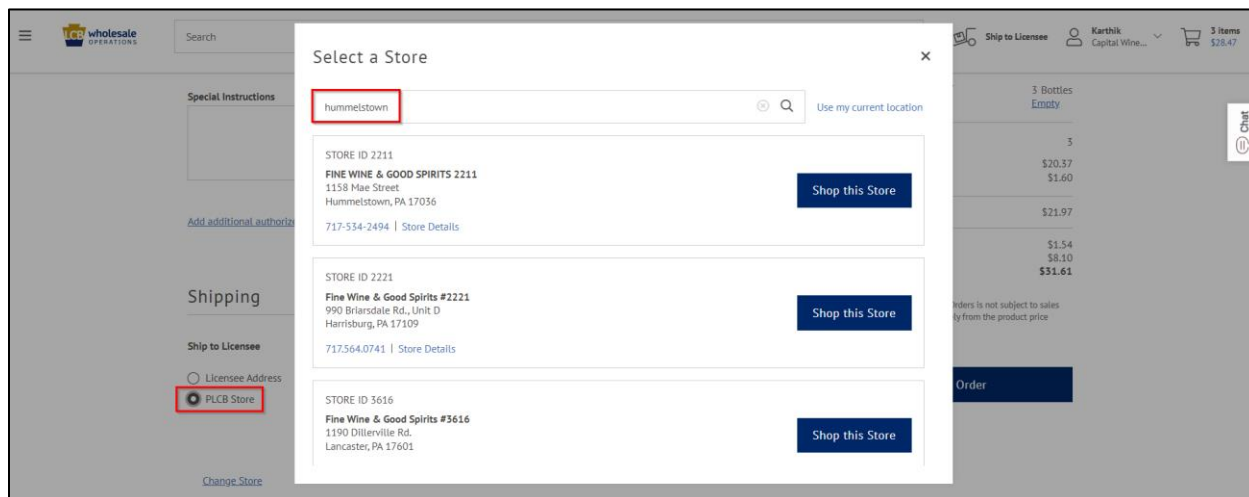
Total Bottles	3
Gross Price	\$20.32
PLCB Handling Fee	\$1.60
Taxable Amount	\$21.97
Tax	\$1.54
Freight*	\$8.10
Order Total	\$31.61

* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price below.

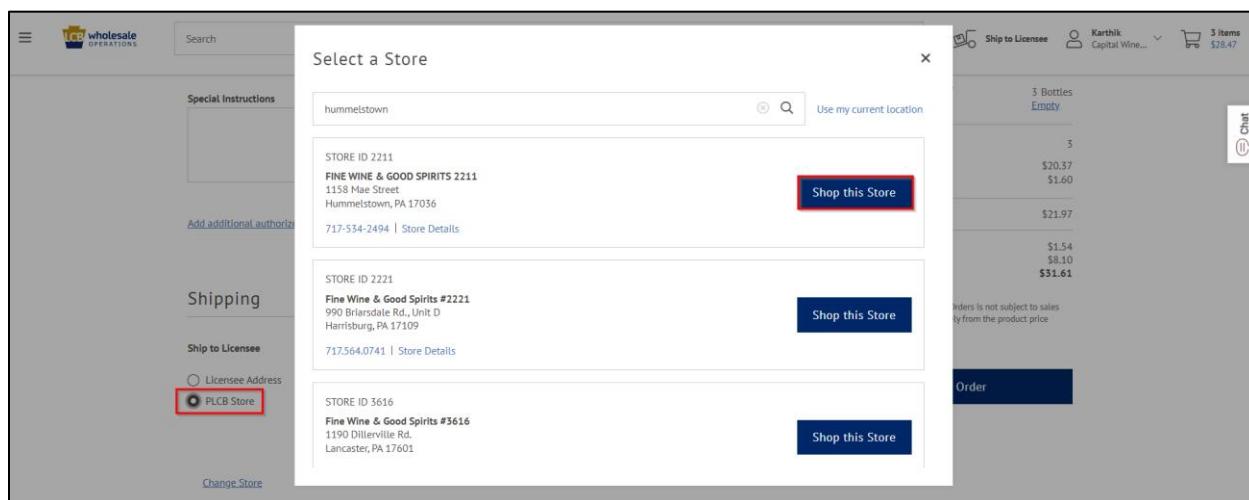
Place Order

A pop-up window will appear.

20. Enter [Zip], [City] or [Address] to find the desired store.



21. Click **Shop this Store**.



22. After completing the shipping section, click **Place Order**.

Checkout

Contact Information

Contact
Ramachandra Karthik

Contact Email
kramachandra85+pulicadmin@gmail.com

Must be 21 or older. ID required

PO Number optional

Special Instructions optional

[Add additional authorized recipients](#)

Shipping

Ship to Licensee

☐ Licensee Address
☒ PLCB Store

Store ID 2211

1158 Mae Street
Hummelstown, PA

[Change Store](#)

CART SUMMARY

3 Bottles Empty

Total Bottles	3
Gross Price	\$20.37
PLCB Handling Fee	\$1.60
Taxable Amount	\$21.97
Tax	\$1.54
Freight*	\$8.10
Order Total	\$31.61

* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price below.

Place Order

23. View the Order Confirmation Page.

Order Confirmation

We have received your order. We will send an email when your order is ready for pickup.

[Print](#)

Order Date	Order #	Customer PO #	Order Type	Status
Aug 17, 2022 5:00 pm	50200428		pickup	Pending Approval

Shipping Information

Shipping Address
undefined, undefined

Contact Information

License Premise
910 FREEPORT RD, PA, 15238

License Nickname

Primary Contact
Karthik Ramachandra

Contact Email
kramachandra85+pulicadmin@gmail.com

Primary Phone

Primary Business Phone

Totals

Total Bottles	3
Gross Price	\$20.37
PLCB Handling Fee	\$1.60
Taxable Amount	\$21.97
Tax	\$1.54
Freight*	\$8.10
Order Total	\$31.61

* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price below.

Item	Qty (Bottles)	Unit Price	Item Total
000636269 30 Degrees Cabernet Sauvignon Central Coast 750ML, \$0.27 per ounce	3	\$6.79	\$20.37

Notes: Based on shipping selection (direct delivery or store pickup), the Supplier-Imposed Shipping Fee or PLCB Handling Fee, respectively, will be listed in the totals, as well as SO Freight, broken out separately for tax purposes.

The licensee is then notified of the order ready for review.

24. Click the **PLCB Logo** to return to the homepage.

Search

Ship to Licensee
 Karthik Capital Wine...

Order Confirmation

We have received your order. We will send an email when your order is ready for pickup.

[Print](#)

Order Date Aug 17, 2022 5:00 pm	Order # 50200428	Customer PO #	Order Type pickup	Status Pending Approval
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Shipping Information
Shipping Address
 undefined, undefined

Contact Information
License Premise
 910 FREEPORT RD, PA, 15238
License Nickname
Primary Contact
 Karthik Ramachandra
Contact Email
 kramachandra85+pulicadmin@gmail.com
Primary Phone
Primary Business Phone


Totals
 Total Bottles 3
 Gross Price \$20.37
 PLCB Handling Fee \$1.60
 Taxable Amount \$21.97
 Tax \$1.54
 Freight* \$8.10
Order Total \$31.61

* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price below.

Item	Qty (Bottles)	Unit Price	Item Total
000636269 30 Degrees Cabernet Sauvignon Central Coast 750ML \$0.27 per ounce	3	\$6.79	\$20.37

Populate New Order from Existing Order


1. Log in to the Licensee Online Order Portal (LOOP) with registered credentials.



LICENSEE ONLINE ORDER PORTAL

Email Address


Password



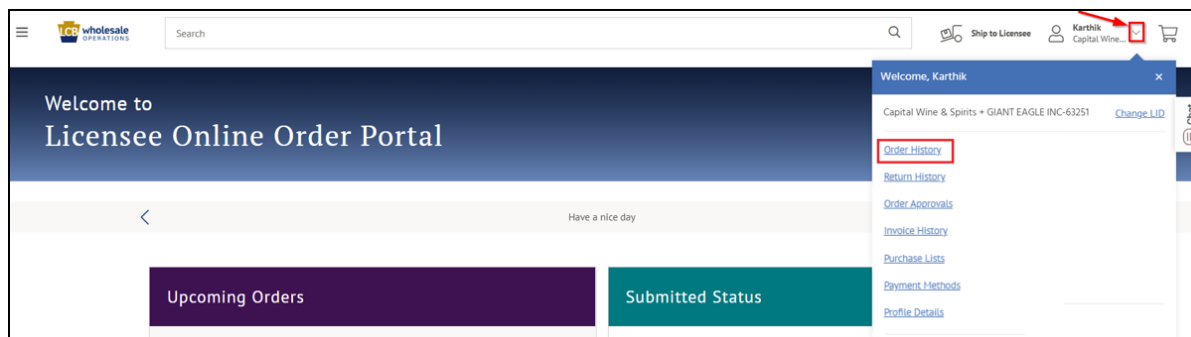
[Forgot Password?](#)

Need Access? Call [717.555.9876](tel:717.555.9876)

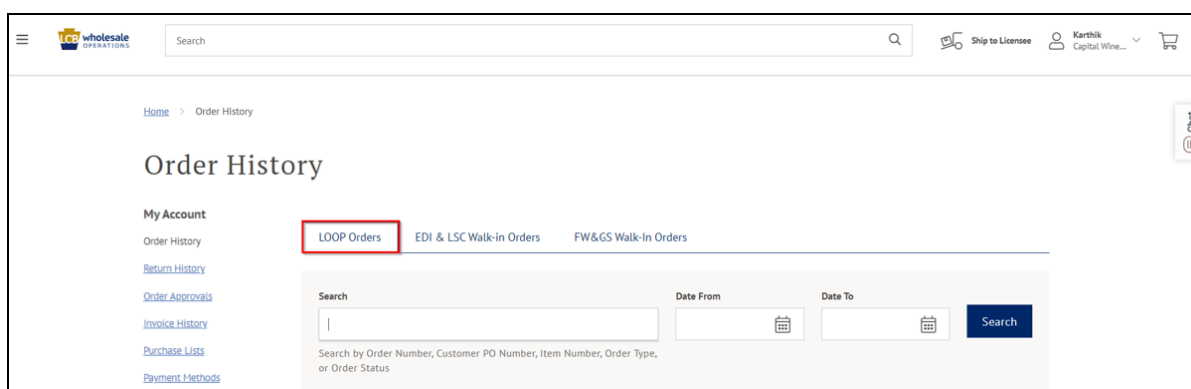
[Sign in](#)



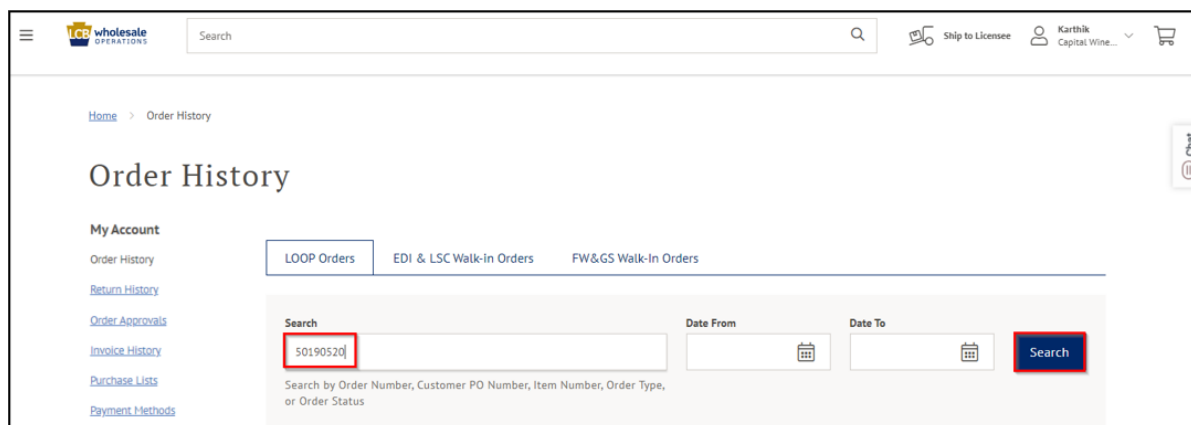
2. Navigate to Profile. Click the **Down Arrow Button**, then click **Order History**.



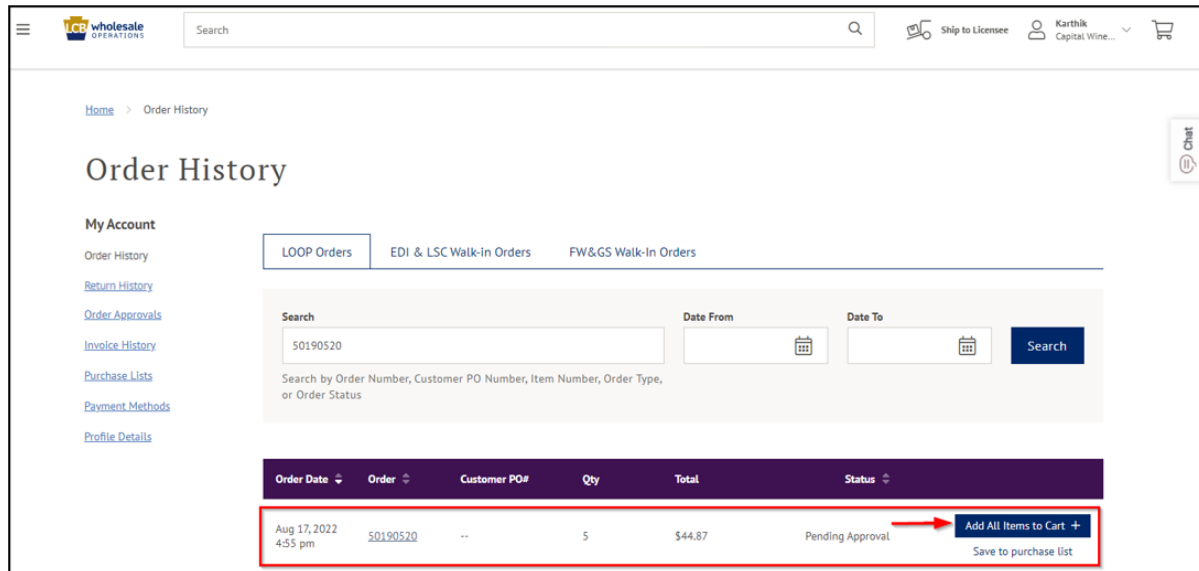
3. Select the **LOOP Orders Tab**.



4. Enter [Order Number]. (Alternatively, enter [Customer PO Number], [Item Number], [Order Type], [Order Status] or [Date Range]) in the Search Section, then click **Search**.



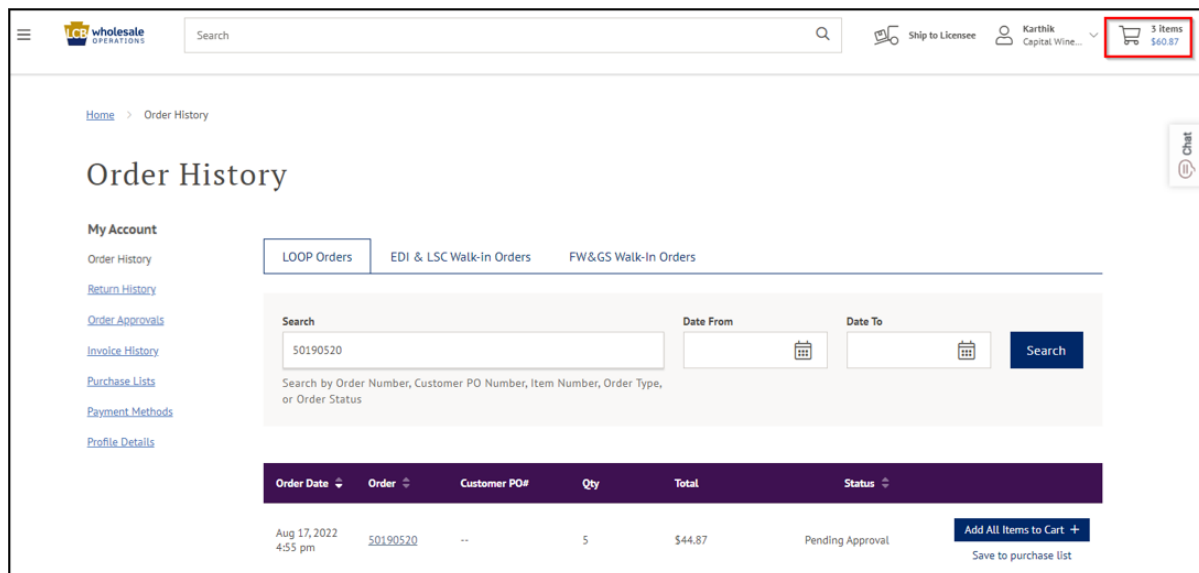
4. Select an order, then click **Add All Items to Cart +**.



The screenshot shows the 'Order History' page for TCB Wholesale Operations. The page has a sidebar with 'My Account' links and a main content area. The 'Order History' section is active, showing a table of orders. The first order is highlighted with a red box, and a red arrow points to the 'Add All Items to Cart +' button.

Order Date	Order	Customer PO#	Qty	Total	Status	
Aug 17, 2022 4:55 pm	50190520	--	5	\$44.87	Pending Approval	Add All Items to Cart + Save to purchase list

5. Click **Shopping Cart**.



The screenshot shows the 'Order History' page for TCB Wholesale Operations. The 'Add All Items to Cart +' button is highlighted with a red box. The shopping cart icon in the top right corner shows 3 items for \$60.87.

Order Date	Order	Customer PO#	Qty	Total	Status	
Aug 17, 2022 4:55 pm	50190520	--	5	\$44.87	Pending Approval	Add All Items to Cart + Save to purchase list

Populates the cart with items and quantities of the selected order.

6. Validate Shopping Cart, then click **Continue to Checkout**.

Shopping Cart

Export to CSV | Save to Purchase List | Print

Item	Quantity (Bottles)	Item Price	Total Price
000636269 30 Degrees Cabernet Sauvignon Central Coast 750ML (1 bottles) \$0.27 per ounce Save for Later Save to Purchase List	- 3 + Remove	\$6.79 each	\$20.37

CART SUMMARY 3 Bottles Empty

Total Bottles	3
Gross Price	\$20.37
Taxable Amount	\$20.37
Tax	\$1.63
Freight*	\$8.10
Order Total	\$30.10


* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price below.

Continue to Checkout

Note: Once the cart is created, the supplier will be able to make changes (including adding, removing and adjusting lines) and continue shopping, then proceed with checkout as previously detailed.

View Placed Special Orders


1. Log in to Licensee Online Order Portal (LOOP) with registered credentials.



LICENSEE ONLINE ORDER PORTAL

Email Address


Password



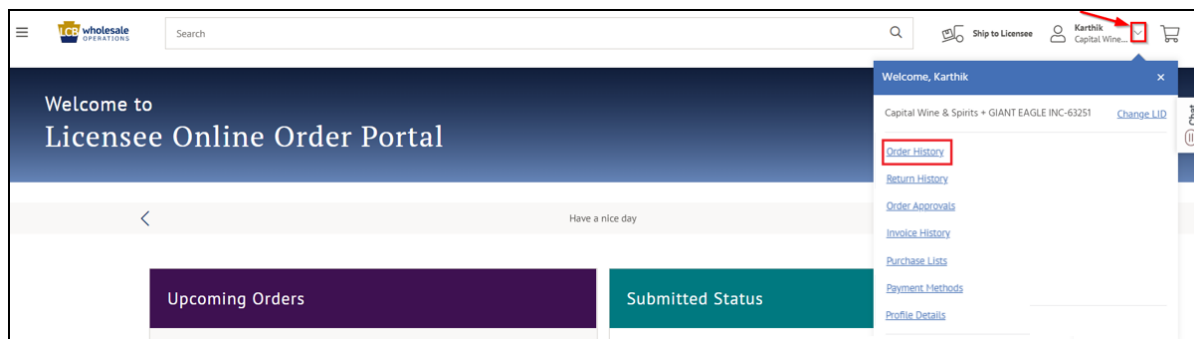
[Forgot Password?](#)

Need Access? Call [717.555.9876](tel:717.555.9876)

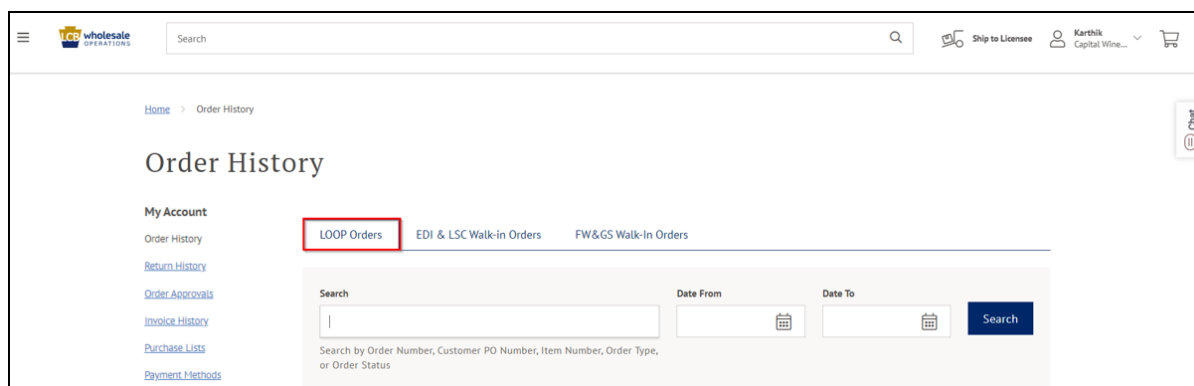
[Sign in](#)



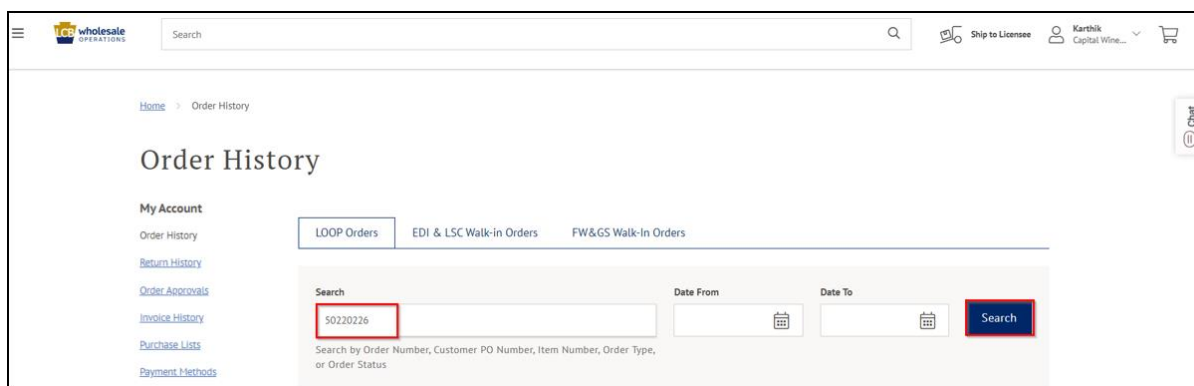
2. Navigate to Profile. Click the **Down Arrow Button**, then click **Order History**.



3. Select the **LOOP Orders Tab**.



4. Enter [Order Number]. (Alternatively, enter [Customer PO Number], [Item Number], [Order Type], [Order Status] or [Date Range]) in the Search Section, then click **Search**.



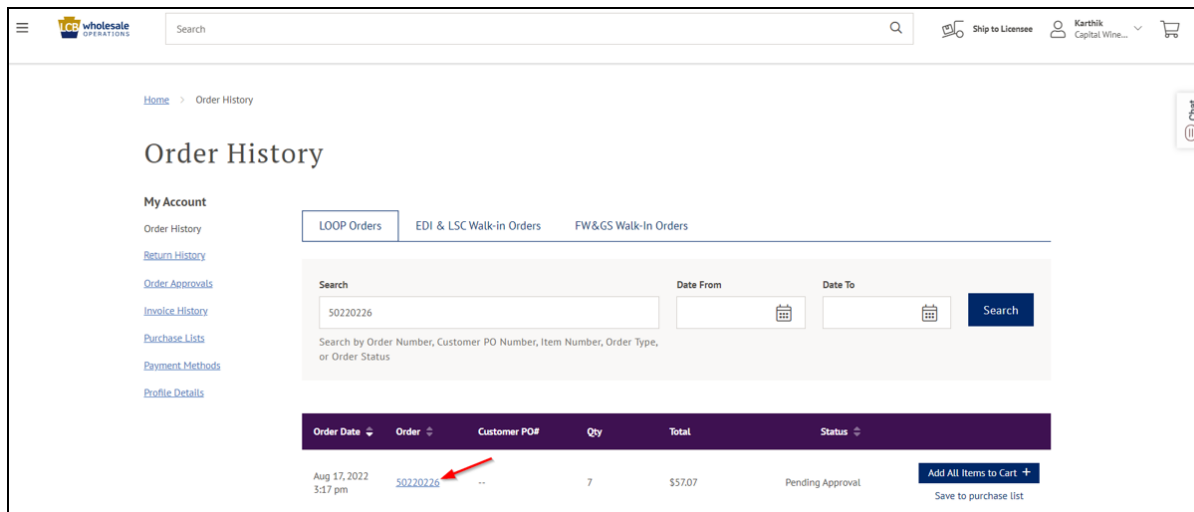
5. Review the results.

The screenshot shows the 'Order History' page in the TCB Wholesale Operations system. The page includes a search bar with the text '50220226' and a 'Search' button. Below the search bar, there is a table of order results. The table header is highlighted with a red box and contains the following columns: Order Date, Order, Customer PO#, Qty, Total, and Status. The first row of data shows an order date of 'Aug 17, 2022 3:17 pm', an order number of '50220226', a customer PO# of '-', a quantity of '7', a total of '\$57.07', and a status of 'Pending Approval'. There is also a button 'Add All Items to Cart' and a link 'Save to purchase list'.

Order Date	Order	Customer PO#	Qty	Total	Status
Aug 17, 2022 3:17 pm	50220226	-	7	\$57.07	Pending Approval

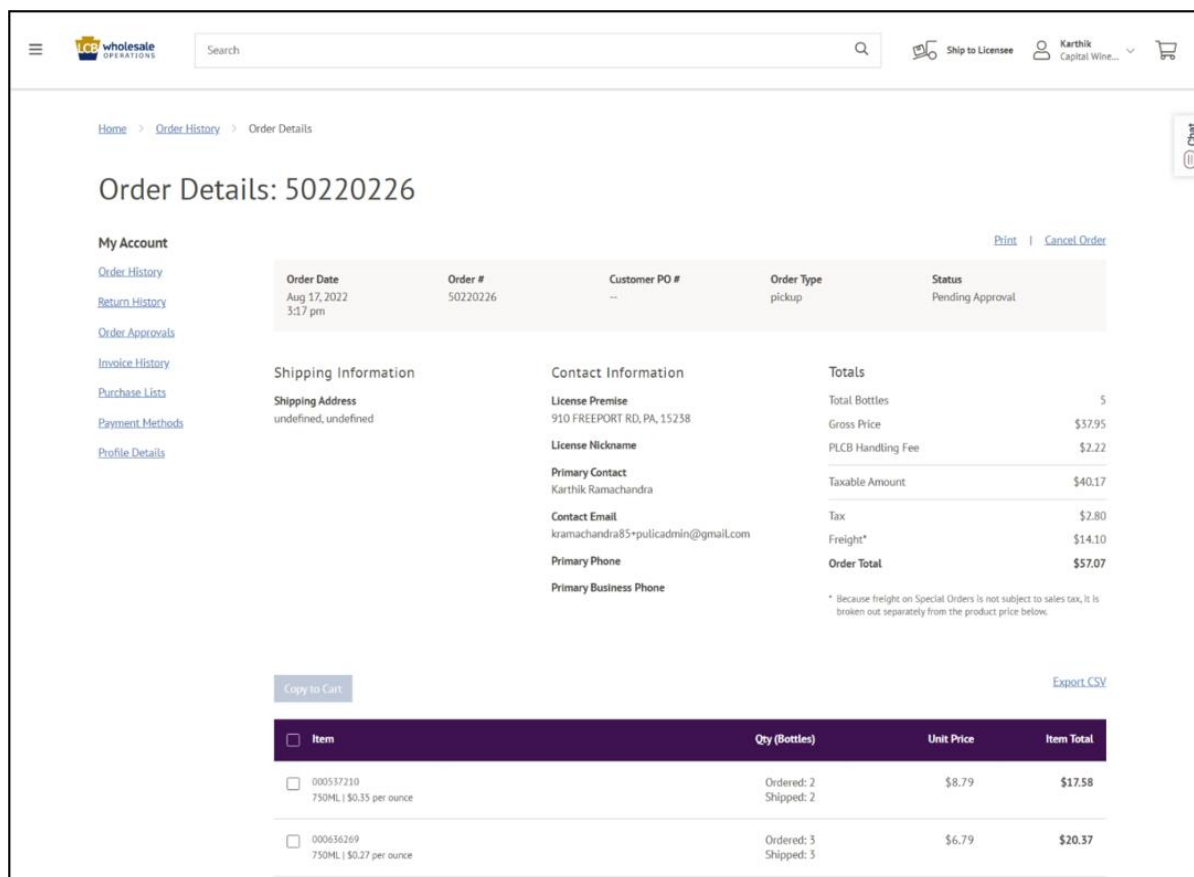
View Special Order Details

1. Follow [steps above](#) to find the order for which you want to view details.
2. Select the order number by clicking the hyperlink.



The screenshot shows the 'Order History' page. On the left is a 'My Account' sidebar with links like 'Order History', 'Return History', 'Order Approvals', 'Invoice History', 'Purchase Lists', 'Payment Methods', and 'Profile Details'. The main area has tabs for 'LOOP Orders', 'EDI & LSC Walk-in Orders', and 'FW&GS Walk-in Orders'. Below these is a search bar with '50220226' and filters for 'Date From' and 'Date To'. A table of orders is displayed with columns: Order Date, Order, Customer PO#, Qty, Total, and Status. The first row shows 'Aug 17, 2022 3:17 pm', '50220226', '--', '7', '\$57.07', and 'Pending Approval'. A red arrow points to the order number '50220226'.

3. Review the order details.



The screenshot shows the 'Order Details: 50220226' page. It includes a 'My Account' sidebar and a top navigation bar. The main content area is divided into several sections: 'Order Information' (Order Date: Aug 17, 2022 3:17 pm, Order #: 50220226, Customer PO #: --, Order Type: pickup, Status: Pending Approval), 'Shipping Information' (Shipping Address: undefined, undefined), 'Contact Information' (License Premise: 910 FREEPORT RD, PA, 15238, License Nickname: Karthik Ramachandra, Primary Contact: Karthik Ramachandra, Contact Email: kramachandra85+pulicadmin@gmail.com, Primary Phone: , Primary Business Phone:), and 'Totals' (Total Bottles: 5, Gross Price: \$37.95, PLCB Handling Fee: \$2.22, Taxable Amount: \$40.17, Tax: \$2.80, Freight*: \$14.10, Order Total: \$57.07). At the bottom, there is a table of items with columns: Item, Qty (Bottles), Unit Price, and Item Total. The table lists two items: 000537210 (750ML | \$0.35 per ounce) and 000636269 (750ML | \$0.27 per ounce).

wholesale
BY THE GALLON

Ship to Licensee

Karthik
 Capital Wine...

Approval Details: 50220226

My Account
[Order History](#)
[Return History](#)
[Order Approvals](#)
[Invoice History](#)
[Purchase Lists](#)
[Payment Methods](#)
[Profile Details](#)

Order Date Aug 17, 2022 3:17 pm	Order # 50220226	Order Type Pickup	Submitted By Randy Yarger
--	----------------------------	-----------------------------	-------------------------------------

Pickup Information
Pickup Store Address
 1158 Mae Street
 Hummelstown, PA 17036
Pickup Date
 Dec 11, 2022
 1:44 pm

Contact Information
License Premise
 910 FREEPORT RD, PA, 15238
License Nickname
Primary Contact
 Karthik Ramachandra
Contact Email
 kramachandra85+pulicadmin@gmail.com
Primary Phone
Primary Business Phone

Totals

Total Bottles	5
Gross Price	\$37.95
PLCB Handling Fee	\$2.22
Taxable Amount	\$40.17
Tax	\$2.80
Freight*	\$14.10
Order Total	\$57.07

* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price below.

[Home](#)

[Place a Special Order](#)

[Track an Order](#)

[Return an Order](#)